

ASSOCIATE SUPERINTENDENT APPROVAL _____

STATE BOARD MEETING DATE: February 27, 2006

SUBJECT: Approval for Acceptance of Monies from the Centers for Disease Control and Prevention Grant Award

SUBMITTED BY: Jean Ajamie, School Safety and Prevention Program Director

MANAGEMENT TEAM REVIEW: February 2, 2006

BACKGROUND INFORMATION:

The Centers for Disease Control and Prevention (CDC) allows State Education Agencies to annually apply for the "Improving the Health, Education, and Well-Being of Young People Through Coordinated School Health Programs" funds. By funding the administration of the Youth Risk Behavior Survey (YRBS), this grant supports the Department's efforts to assess progress in achieving performance measures listed in the Department's No Child Left Behind Act consolidated plan:

Arizona will use the following performance measures for drug abuse and violence prevention programs and activities:

- The percentage of students who carried a weapon on school property
- The percentage of students who engaged in physical fights on school property
- The percentage of students offered, sold, or given an illegal drug on school property

These funds also support the Department's efforts to comply with ARS 15-716: Instruction on Acquired Immune Deficiency Syndrome, which states:

At the request of a school district, the Department of Education shall provide the following assistance:

1. A suggested course of study.
2. Teacher training
3. A list of available films and other teacher aids

Using the \$226,915 allocation, the Department will partner with certified trainers to train teachers, school nurses, and administrators, upon their request, in Human Immunodeficiency Virus (HIV)-related laws and abstinence-based curricula. The Department will provide Arizona schools with the YRBS results.

Since 1988, the Department has annually received these funds. Evaluations measuring the results of the program activities are conducted on an ongoing basis.

BOARD ACTION REQUESTED: [] INFORMATION [X] ACTION/DESCRIBED BELOW

That the State Board of Education, pursuant to ARS 15-206 and 15-207, accept, on behalf of the state of Arizona, \$226,915 appropriated by the Centers for Disease Control and Prevention and approve distribution and use of the funds.

ATTACHMENTS: YES [X] NO []

PRIORITY THREE: HIV PREVENTION WORK PLAN

Goal One: Increase the number of Local Education Agencies adopting and enforcing HIV prevention policies that are medically accurate and consistent with state and federal guidelines.

Objective 1: By May 31, 2007, the percentage of Arizona schools with a written administrative procedures document that protects the rights of students and staff with HIV will increase from 69% to 75%.

Activity 1: During monitoring visits of health and prevention programs, the ADE school prevention and safety specialists will provide on-site technical assistance to approximately 20 LEAs per school year in updating their HIV administrative procedures document to match the Pediatric Adolescent Care Education (PACE) developed document.

Activity 2: ADE will continue to refer schools and community organizations to the model document posted on the ADE website.

Activity 3: ADE will continue collaborations and coordination with the Phoenix Children's Hospital (PCH) in promoting the dissemination of the model administrative procedures.

Rationale: HIV positive patients have reported to PCH that they have been discriminated against in their schools. The PACE committee (comprised of representatives of ADE, PCH, Arizona Department of Health Services, and county health departments) developed an HIV model policy in 2002 for LEAs based on the model policy developed by the National Association of State Boards of Education (NASBE). The rationale for LEAs adopting and enforcing this policy is: (1) To protect the rights of HIV positive staff and students, (2) to provide school and district personnel with an explanation of HIV policies that can protect them from potential litigation; (3) to educate school administrators about the benefits of providing universal precautions training for school personnel; and (4) to explain to school personnel the benefits of providing research-based HIV prevention education.

Measurement: The 2002 Arizona School Health Education Profile (SHEP) results indicated that 69% of Arizona schools had a written policy that protected the rights of students and staff with HIV. The 2004 SHEP results currently indicate that 53% of Arizona schools have a written policy. By May 2007, it is anticipated that at least 75% of schools will have adopted an HIV policy.

Goal Two: Increase the capacity of Arizona schools and youth-serving community-based organizations to provide research-based HIV prevention education.

Objective 1: By May 31, 2007, ADE subcontractors will have trained at least 45 health educators in implementing research-based programs and strategies that reduce adolescents' HIV and pregnancy risk behaviors.

Activity 1: ADE will maintain a cadre of trainers to provide on-site training to health educators throughout the state in research-based HIV prevention curricula such as Making A Difference, Get Real About AIDS, or Reducing the Risk.

Activity 2: ADE will continue its collaboration with the Interagency Work Group on Teen Pregnancy and STD Prevention to inform, educate and train youth-serving community-based organizations and governmental agencies on available research-based HIV, STD, and pregnancy prevention programs.

Activity 3: ADE will provide ongoing technical assistance to training participants.

Activity 4: ADE will partner with the Arizona Adolescent Health Coalition and the Adolescent Health Training Institute to provide a breakout session at the Summer Prevention Conference for adults who parent or work with adolescents for the purpose of reducing risk behaviors and building strengths in adolescents.

Rationale: (1) To provide school health educators with training in research-based curricula so that the curriculum can be sustained at the schools, (2) to meet Arizona Revised Statute (ARS 15-716) requirements of providing HIV training to school personnel, and (3) to inform and educate community-based organizations and intergovernmental agencies on the research-based HIV, STD, and Pregnancy prevention programs available through ADE's HIV program.

Measurement: The trainer will document the number of participants trained in the curriculum and provide ADE with participant contact information.

Objective 2: From July 2006 through June 2007, health educators from a county health department will implement a research-based HIV prevention program for an average of 30 youth per month at schools and/or centers with youth at greatest risk of contracting HIV and other STDs.

Activity 1: Maricopa County Health Department personnel will implement a minimum of 6 hours of instruction from the Reducing the Risk curriculum, targeting youth in schools (targeting regions with higher HIV, STD, and teen pregnancy rates) and community centers that serve "high-risk" youth (example, chemical dependency centers, incarceration centers, sex offender programs for youth, etc.)

Activity 2: The county health educator will administer a survey assessing the risk behaviors of the student population being served.

Rationale: (1) To assist county health departments in providing research-based HIV prevention education in schools, (2) to provide schools with limited resources or teachers who are uncomfortable with teaching HIV prevention education the opportunity to have an external educator provide HIV education, and (3) to provide youth at greatest risk with research-based HIV prevention education.

Measurement: County health department HIV educators will provide biannual reports to ADE to include:

- (1) date and location of instruction;
- (2) content of instruction;

- (3) number of lessons/hours of instruction;
- (4) number of participants;
- (5) assessment of participants' self-reported risk behaviors; and
- (6) Copy of the final projects (small project(s) which will demonstrate students' knowledge and skills acquired through the instruction in any creative or expressive format.)

Objective 3: From March 1, 2006 to February 28, 2007, the Materials Review Committee will meet quarterly to review HIV, STD, and pregnancy prevention materials.

Activity 1: The ADE HIV Prevention Program Administrator will continue to organize and facilitate quarterly meetings where the Materials Review Committee will review HIV, STD, and pregnancy prevention materials. Criteria for approving materials are medical accuracy, appropriate for the classroom setting, and in accordance with state and federal regulations.

Activity 2: The ADE SS&P staff will contract with regional clearinghouses to house the approved materials that will be loaned to schools and community-based organizations.

Rationale: Federal and state guidelines require ADE to facilitate a panel to review HIV materials that are utilized within the CDC-funded grant activities and to provide schools with a list of recommended HIV prevention teaching materials.

Measurement: The ADE HIV Prevention Program Administrator will chair the Materials Review Committee and will document the materials that are approved by the committee.

Objective 4: From March 2006 to Feb 2007, the ADE HIV Prevention Program Administrator will provide school health educators with up-to-date research, funding opportunities, and professional development opportunities on an ongoing basis.

Activity 1: ADE HIV Prevention Program Administrator will continue to operate the Arizona School Health listserv and add training participants to the listserv.

Activity 2: The ADE HIV Prevention Program Administrator will develop and post HIV prevention education resources on the ADE webpage.

Rationale: (1) To efficiently disseminate to school health educators professional development and funding opportunities; (2) to provide health educators with easy access to up-to-date HIV prevention and sex education research and materials; and (3) to facilitate discussion between health educators from throughout the state.

Measurement: The ADE HIV Prevention Program Administrator will document the operation of the listserv by archiving each weekly posting and develop and post its HIV prevention education resources on the ADE webpage.

Goal Three: To assess, monitor, and publicize the trends in Arizona in school health education and adolescents' self-reported risk-taking behaviors.

Objective 1: By February 28, 2007, ADE will develop and disseminate a statewide youth HIV, STD, and Pregnancy Profile to all Arizona middle and high schools.

Activity 1: ADE HIV Prevention Program Administrator will collect most recent National and Arizona adolescent rates for HIV, STD, and pregnancy.

Activity 2: ADE will review and include the national YRBS results.

Activity 3: ADE HIV Prevention Program Administrator will combine SHEP, YRBS, and state surveillance data and format the report.

Activity 4: ADE will post the profile on the ADE website and mail the profile to all Arizona schools.

Activity 5: ADE will provide the profile to interested education and health agencies.

Rationale: (1) Illustrate to school personnel the need for HIV, STD, and pregnancy prevention education by providing them with statewide results of student's sexual risk behaviors; (2) foster continued support of schools for anonymous student-level surveys; and (3) provide schools with results they can use in applying for grants and prioritizing health education.

Measurement: The CDC contractor will analyze and return the high school YRBS results to ADE. The ADE HIV Prevention Program Administrator will document the development and dissemination of the results.

Objective 2: By May 31, 2006, ADE will administer the School Health Education Profile to middle schools and high schools.

Activity 1: ADE will follow CDC protocol in administering SHEP to a sample of Arizona schools in the spring of 2006. The ADE Surveillance Coordinator will implement the project.

Activity 2: The SHEP results will be reported to school personnel and will be posted on the ADE website.

Rationale: (1) Illustrate to school personnel the need for HIV, STD, and pregnancy prevention education by explaining how these epidemics are impacting Arizona; (2) foster continued support of schools for these surveillance efforts; and (3) provide schools with data they can use in applying for grants and prioritizing health education.

Measurement: ADE will provide SHEP data to the CDC contractor. The CDC contractor will analyze and return the middle and high school results to ADE.

Objective 3: By May 31, 2006, ADE HIV Prevention Program Administrator will develop a logic model that will show the progression of implementation activities for HIV/STD prevention education.

Activity 1: ADE will determine the pertinent issues, Community Stakeholders, and will communicate project goals and structure with ADE administrators and staff.

Rationale: (1) ADE staff and administration understands the goals and structure of the program and supports the program administrator.

Measurement: The ADE HIV Prevention Program Administrator will evaluate the objectives and activities and document its progress in the Year End and Mid-Year Reports.

Goal Four: Increase parental and community involvement in educating youth about HIV and pregnancy prevention.

Objective 1: By September 30, 2006, the Arizona Parent Teacher Association (AZPTA) will train two new teams of local PTA members to pilot a parental involvement project (Building Successful Partnerships), which addresses parent-child communication about HIV prevention and sex education.

Activity 1: AZPTA nationally certified trainers (who reside in Arizona) will train a team of PTA members from each of the pilot sites. The BSP Coordinator will utilize the following materials for training local PTAs: (1) *Talking with Kids: A Parent's Guide to Sex Education*, available in English and Spanish and developed by the National PTA in partnership with Kaiser Family Foundation and (2) *Building Successful Partnerships*, developed by the National PTA in collaboration with the National Coalition for Parent Involvement in Education. The materials are based on the national PTA standards for parent/family involvement programs.

Activity 2: A BSP site awarded in the 04 or 05 School Year will mentor the sites awarded in the 06 School Year in implementing the BSP project.

Activity 3: AZPTA will submit a mid-year progress report to ADE to include:

- (1) # of participants
- (2) Length and location of each training
- (3) Each pilot project's planned activities and timeline for project implementation

Objective 2: By May 31, 2006, each new and existing BSP site will have trained at least 50 parents to talk with their children about preventing HIV and unwanted pregnancies.

Activity 1: Each BSP site will determine the logistics of implementing trainings to best suit the needs of their parent population.

Activity 2: AZPTA will provide ongoing technical assistance and will conduct a site visit during the school year at each of the project sites to assist in overcoming any potential challenges.

Activity 3: Each BSP site will submit a year-end report to AZPTA by May 2007.

Rationale: (1) Dispel myths that parents are not supportive of comprehensive sex education, including HIV and STD prevention; (2) Enhance parent-child communication about sexual responsibility; (3) Increase local community “buy-in” of HIV prevention/sex education programs; (4) Implement pilot projects to assess the effectiveness of HIV prevention/sex education programs that involve parents and do not take away from classroom time, and (5) prepare to replicate the BSP pilot projects at other schools.

Measurement: AZPTA will gather and submit biannual reports to ADE to include the following information from each pilot project:

- (1) Content of instruction
- (2) Number of lessons/hours of instruction
- (3) Number of participants
- (4) Pre/post survey results assessing parents’ comfort level and frequency of HIV and pregnancy prevention discussions with their children
- (5) “Lessons learned” – patterns and difference between the sites
- (6) Each pilot project’s plan for continuing activities into the 06-07 SY.

YOUTH RISK BEHAVIOR SURVEY (YRBS) WORK PLAN

Goal: Monitor Arizona adolescents' self-reported health-risk behaviors by administering the Youth Risk Behavior Survey

Objective 1: By August 30, 2006, ADE will disseminate and present the results of the 2005 Arizona Youth Risk Behavior Survey to school administrators, policymakers, and program planners.

Activity 1: ADE will disseminate the 2005 YRBS results to school administrators, policymakers, and program planners.

Activity 2: ADE will post the 2005 YRBS results on the ADE website.

Activity 3: ADE will present the results at conferences such as the annual ADE Summer Prevention Conference and for the Governor's Commission on the Health Status of Women and Families in Arizona.

Rationale: To illustrate to school personnel, policymakers, and the general public the need for health education by providing them with statewide results of students' health risk behaviors.

Measurement: The ADE HIV Prevention Program Administrator will document the development and dissemination of the results.

Objective 2: By June 30, 2007, an ADE subcontractor will have obtained weighted results for participation in the 2007 Arizona Youth Risk Behavior Survey.

Activity 1: ADE will hire a contractor to conduct the 2007 AZ YRBS.

ADE will provide support services such as identifying YRBS stakeholders, obtaining letters of support, and having school participation required in the LEA's Statement of Insurances.

Activity 2: Contractor will obtain clearance from the districts and schools.

Activity 3: Contractor will train proctors, coordinate the survey administration, and follow CDC YRBS administration protocol.

Activity 4: ADE will monitor the contractor's progress in the clearance and administration processes.

HIV PREVENTION PROJECT BUDGET WITH

JUSTIFICATION

PERSONNEL

\$74,200

School Safety and Prevention Team Leader

Jean Ajamie

\$57,000 x 0.10 FTE

\$5,700

This position supervises the Program Administrator

HIV Prevention Program Administrator

Jason Trujillo

\$47,500 x 1.00 FTE

\$47,500

This position develops, conducts, and monitors HIV prevention activities; provides technical assistance to schools; monitors subcontracts; chairs the Materials Review Committee; prepares grant proposals and progress reports for CDC; participates on and advises various HIV prevention agencies' committees such as the CPG.

Surveillance Coordinator

Catherine Osborn

\$54,000 x 0.25 FTE

\$13,500

This position manages the SHEP administration; prepares the SHEP report; and provides technical assistance in the development of surveys and the analysis of surveillance data for HIV grant activities.

Admin Support - Business Manager

Vacant

\$50,000 x 0.15 FTE

\$7,500

This position will be responsible for providing fiscal administrative support services (Accounting, Budgets, Contracts) to the HIV program.

BENEFITS

\$17,808

\$74,200 x 0.24

Fringe benefits, a rate of 0.24, are applicable to direct salaries and wages.

CONSULTANTS

\$5,555

Name of Consultant: ADE Cadre of Trainers

Period of Performance: 3/1/06 - 2/28/07

Method of Selection: Competitive Bid

Services Rendered: Conduct one-day curriculum training in *Reducing the Risk* or *Making A Difference*.

Estimated Consultant Cost:

\$3,095

Cost is dependent on consultant fees and travel expenses.

Training Fee: \$500 x 5 days = \$2,500

Per Diem: \$30.00 x 5 days = \$150

Lodging: \$89 x 5 nights = \$445

Name of Consultant: Summer Prevention Conference Presenter

Period of Performance: 3/1/06 - 2/28/07

Method of Selection: Not Practical to Bid

Services: One-day training

Estimated Consultant Cost: \$2,240

Cost is dependent on consultant fees and travel expenses.

Training Fee: \$1,500 x 1 day = \$1,500

Per Diem: \$30.00 x 2 days = \$60.00

Lodging: \$90 x 2 nights = \$180

Airfare: \$500 x 1 flight = \$500

Name of Consultant: To Be Determined

Period of Performance: 3/1/06 -2/28/07

Method of Selection: Not Practical to Bid

Service: Parent Representative on the Materials Review Committee

Consultant Cost: \$30 x 4 meetings = \$120

Name of Consultant: To Be Determined

Period of Performance: 3/1/06-2/28/07

Method of Selection: Not Practical to Bid

Service: Adolescent Representative on the Materials Review Committee

Consultant Cost: \$25 x 4 meetings = \$100

SUPPLIES \$5,050

General Office Supplies \$100 /month x 12 x 1.5 FTE = \$1,800

Curriculum Training Handouts \$10 /packet x 20 packets = \$200

Curriculum Training Materials

Reducing the Risk Manuals \$50 /manual x 10 manuals = \$500

Making A Difference Manuals \$255 /manual x 10 manuals = \$2,550

Clearinghouse materials are reviewed by the ADE Materials Review Committee and can be borrowed by LEAs

TRAVEL \$5,398

OUT-OF-STATE TRAVEL \$2,248

CDC, DASH funded partners meeting: Washington, DC

r/t airfare: \$500 x 1 persons = \$500

lodging: \$150 x 4 nights x 1 person = \$600

per diem \$40 x 4 days x 1 person = \$160

ground transportation \$50 x 1 person = \$50

National Conference (National STD Prevention Conference, Jacksonville FL.)

for one person: HIV Prevention Program Administrator

r/t airfare: \$500 x 1 person = \$500

lodging: \$65 x 4 nights x 1 person = \$260

per diem \$32 x 4 days x 1 person = \$128

ground transportation \$50 x 1 person = \$50

IN-STATE TRAVEL							\$3,150
mileage:	\$0.45	x	200	miles	x	10 trips =	\$900
	0						
per diem:	\$30	x	10	trips	x	=	\$300
lodging:	\$90	x	5	trips	x	=	\$450
Cadre of Trainers hotel	\$100	/night	x	3	nights	x	5 trainers = \$1,500

OTHER

Rent	\$2,463	x	1.5	FTE	=	\$3,695
Telephone	\$1,500	x	1.5	FTE	=	\$2,250
Risk Management charges	\$600	x	1.5	FTE	=	\$900
Computer Networking Fee	\$925	x	1.5	FTE	=	\$1,388
Printing						\$2,000
Postage						\$1,550
Awards	\$15	x	1.5	FTE	=	\$23
Conference Registration Fees	\$350	x	2	conferences	=	\$700
Professional Association Membership Dues						\$300
estimated printing and postage expenses for 1.5 FTE, mailing of AZProfile, and marketing of trainings						

CONTRACTUAL COSTS

Name of Contractor: Arizona Parent Teacher Association	=	\$25,000
---	---	----------

Period of Performance: 3/1/06 - 2/28/07

Method of Selection: Sole Source, Not Practical to Bid

Method of Accountability: Biannual Reports and monitored by ADE HIV Program Administrator

Name of Contractor: Maricopa County Health Department	\$27,000
--	----------

Period of Performance: 3/1/06 - 2/28/07

Method of Selection: IGA

Method of Accountability: Biannual Reports and monitored by ADE HIV Program Administrator

Indirect cost applied to	\$50,000
--------------------------	----------

TOTAL DIRECT COSTS	\$172,817
---------------------------	------------------

INDIRECT COSTS

14.4%	\$170,817	\$24,598
-------	-----------	-----------------

HIV AMOUNT	\$197,415
-------------------	------------------

YRBS BUDGET WITH JUSTIFICATION

CONTRACTUAL COSTS

Name of Contractor:
Method of Selection: Competitive Bid **\$25,900**
Period of Performance: Sept 06 -Aug 07
Method of To Be
Accountability: Determined
monthly updates;
delivery of data set
Total Budget: \$235,000

The ADE, in collaboration with the Arizona Dept. of Health Services, will hire a contractor to administer a combined 2007 YRBS/YTS.

YRBS SUBTOTAL		\$25,900
YRBS INDIRECT	14.4%	\$3,600
YRBS TOTAL		\$29,500
 TOTAL BUDGET		 \$226,915